



Minneapolis Department of Health and Family Support

ANNOUNCEMENT OF TEMPORARY JOB OPPORTUNITY

Student Intern, Minneapolis Healthy Corner Store Program Healthy Living Minneapolis April 2012 – December 2012

The Minneapolis Department of Health and Family Support (MDHFS) has an internship available with its Healthy Living Minneapolis initiative that supports policy, systems, and environmental changes to reduce obesity and chronic disease by increasing access to healthy foods, opportunities for physical activity, and smoke-free environments. Healthy Living Minneapolis is funded through the Minnesota Department of Health's Statewide Health Improvement Program (SHIP) project and through the Centers for Disease Control and Prevention's Community Transformation Grants. This position is funded through December 31, 2012, and is contingent on funding availability.

The Minneapolis Healthy Corner Store Program supports store owners in making fresh produce and healthy foods more visible, affordable, and attractive to neighborhood residents. This position will assist the coordinator of the Minneapolis Healthy Corner Store Program in implementing project activities such as store recruitment and enhancement, evaluation and community engagement.

Job responsibilities

- Assist in supporting partner organizations in implementing the Minneapolis Healthy Corner Store Program
 - Assist in developing and implementing corner store training for community-based organizations
 - Assist in providing recommendations for increasing fresh produce and healthy foods in selected stores
 - Assist in scheduling and preparing for partner meetings (including developing agendas, compiling meeting notes, and communicating with partners)
- As needed, assist in recruiting and providing direct technical assistance to store owners
 - Conduct on-going assessment activities and site-visits to determine store owner needs
 - Assist in the development and implementation of store enhancement plans to highlight fresh produce and healthy foods
 - Communicate store changes to neighborhood residents
 - Assist store owners with on-going monitoring and tracking sales of fresh produce and healthy foods
 - Research, identify, develop supports related to produce handling
- Assist with evaluation tasks; data collection; data entry and analysis and writing summary reports
- Assist with researching and identifying alternative produce procurement opportunities that is affordable for store owners

Knowledge and Skills Preferred

- Knowledge and interest related to food access issues
- Previous experience developing and conducting assessments
- Knowledge and familiarity with diverse cultures, beliefs and lifestyles
- Ability to build relationships and develop partnerships with community organizations
- Ability to present information and ideas accurately, effectively, and concisely
- Ability to work in an environment which requires flexibility, responsiveness, and multi-tasking
- Excellent written and verbal communication skills
- Proficient skill set in all MS Office Applications, including electronic communication
- Strong analytic skills and ability to synthesize various sources of information

Qualifications and Salary:

- Graduate student in planning, business, public health or related fields
- Up to 15 hours per week through December 30, 2012
- \$16.93/hour

How to Apply:

In order to be considered, cover letter and resume must be received no later than **10:00 am, April 6, 2012.**

Email, fax or mail your information to: Minneapolis Department of Health and Family Support
ATTN: Kim Stringfellow
Minneapolis Healthy Living Intern, Corner Stores
250 S 4th Street, Room 510
Minneapolis, MN 55415
612-673-3528
612-673-3866 FAX
Kim.Stringfellow@minneapolismn.gov

For additional information regarding the Minneapolis Department of Health and Family Support, visit us at: <http://www.minneapolismn.gov/dhfs/>

BACKGROUND CHECK: The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer

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